



Central California Child Development Services, Inc.

2250 Rockefeller Dr., Ste. 1, P.O. Box 2540, Ceres, CA 95307 (209)581-9000 Fax (209) 581-9009

REGULAR BOARD MEETING AGENDA

**Tuesday
4:00 p.m.
July 12, 2016**

**CCCDs – Conference Room
2250 Rockefeller Dr., Ste. 1
Ceres, CA 95307**

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **INTRODUCTION OF GUESTS**
 4. **HEARING OF THE PUBLIC**

Members of the public may be heard on any items. A person addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on any items on the agenda during the consideration of the item.
 5. **CONSENT CALENDAR**
 - A. Approval of Agenda
 1. Approval of Minutes – June 9, and June 13, 2016
 - B. Financial.
 1. Financial Report for Period Ending May 31, 2016
 - C. Correspondence
 6. **BOARD ACTION ITEMS**
 - A. **2016-2017 MHS/MEHS Budget Revision**

The revision is to reflect the 3% salary reinstatement and approved salary increase. Budget revision is enclosed.
 - B. **2016-2017 Recruitment Selection Policies and Procedures – RHS/EHS**

CCCDs is requesting approval to adopt the enclosed policies and procedures as they were developed by SCOE.
 - C. **New Job Description and Organizational Chart**

Enclosed you will find the job description for Program Operations Coordinator, and the Organizational Chart to reflect the addition of this new position.
 - D. **Child Development Programs Parent Handbook - Amendments**

Enclosed is a list of the amendments to be done to the parent handbook for state programs, which includes an amendment to the Absence Policy.
 - E. **Program Information Report (PIR) for MHS/MEHS –May 2016**

Enclosed for action is the monthly PIR.
 - F. **Revision to Personnel Policies #607 – Health Examinations, and #216 – Volunteer Workers**

These policies have been revised to reflect the new immunization requirements that will be in effect September 1, 2016.

G. Resolution 2016-2018

This is to authorize Concha Alvarez, Executive Director to sign for and in behalf of the Board in all transactions related to licensing. The previous resolution was effective 2013-2015.

7. BOARD INFORMATIONAL ITEMS

- A. **Recruitment/Enrollment Report** – *Enclosed you will find the Enrollment Report as of June 20, 2016.*
- B. **Enrollment of Children with Disabilities** – *The cumulative enrollment of children with disabilities for the MHS program is 2.3%.*
- C. **Communication from the Office of Head Start** – *None available.*
- D. **Policy Committee Meeting Minutes** – *None available.*
- E. **Administrative Staff Monthly Narratives** – *Enclosed are the Administrative Staff Monthly Narratives for the Month of June 2016.*
- F. **45-Day Notification Letter** – *Enclosed is the 45-day notification letter RE: CLASS Review. The review will take place the week of July 25, 2016.*
- G. **Email from Jenny Pettit** – *In her email Jenny informs of the approval for the RHS program class reduction.*

8. BOARD COMMENTS

9. EXECUTIVE SESSION

The Board of Directors will meet in closed session to consider matters appropriate for closed session in accordance with Government Code 54954.2 and as otherwise provided by law. Any required action on these matters to be taken when the Board reconvenes in open session. Items to be discussed:

- A. Personnel

10. ADJOURN

Any writings or documents that are public records and are provided to the Board of Directors regarding open session items on this agenda will be made available for public inspection at the Central Office located at 2250 Rockefeller Dr., Ste. 1, Ceres, CA during normal business hours of 8:00 a.m.-5:00 p.m.